



Dear Parents/Carers

NEW ABSENCE REPORTING PROCEDURES

We are updating the way that parents and carers are required to report their child(ren) absent from school. From today, Monday 20th March 2023, rather than leave a voicemail on the school absence line, you will be required instead to send a text message to:

07860 054 473

Texting the school instead of leaving a voice message will ensure messages are received promptly, added directly to the system and reduce errors. Text messages should:

- Be sent before 8:30am on each day your child is absent
- Explain fully your child's reason for absence. We're unable to accept "unwell" or "ill"

If you are unable to use the text service, you can alternatively send an email to datateam@thecoleshillschool.org

As a school, we aim for students to achieve at least 96% attendance. We understand this can sometimes be challenging and we are here to support students and families by encouraging excellent attendance.

More information on school attendance can be found on the website:

<https://coleshill.warwickshire.sch.uk/parents/attendance/>

and our full attendance policy is available here:

<https://coleshill.warwickshire.sch.uk/our-school/policies/>

Please get in touch by emailing datateam@thecoleshillschool.org if you have any questions or queries regarding the new process.

Kind Regards

Mrs Rawlins
Attendance Manager